ADDING A PAYMENT ACCOUNT TO YOUR FIRM

Before you can file, there must be at least one payment account set up for your firm in your firm account. These enable the firm to pay related e-filing fees. Effective June 1, 2020, the e-filing fee is a flat rate of $22 per case and is charged only to the plaintiff, appellant or petitioner when a case is initiated by e-filing, unless the entry fee has been waived by the court.

There are three accounts options:

- Waiver accounts
  - For court fees that have been approved to be waived (e.g., when there has been a finding of indigency)
- Credit Cards
- eChecks
  - This allows drawing from a bank account much like a traditional check

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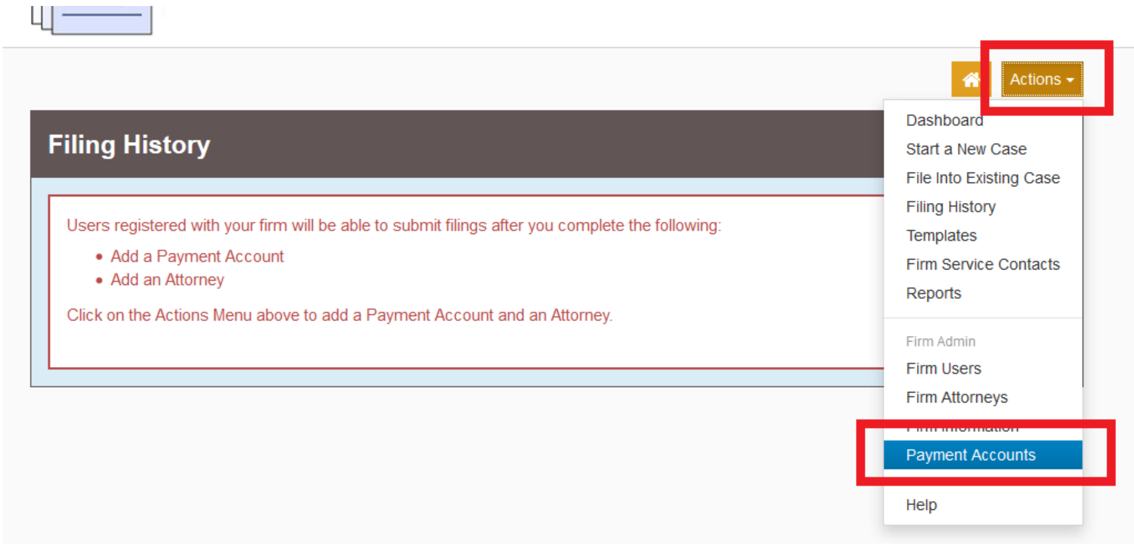
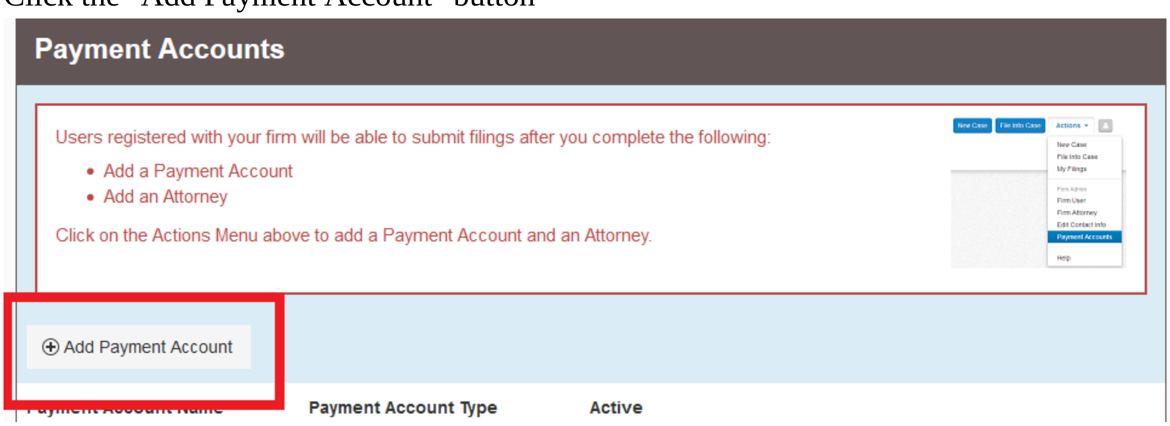
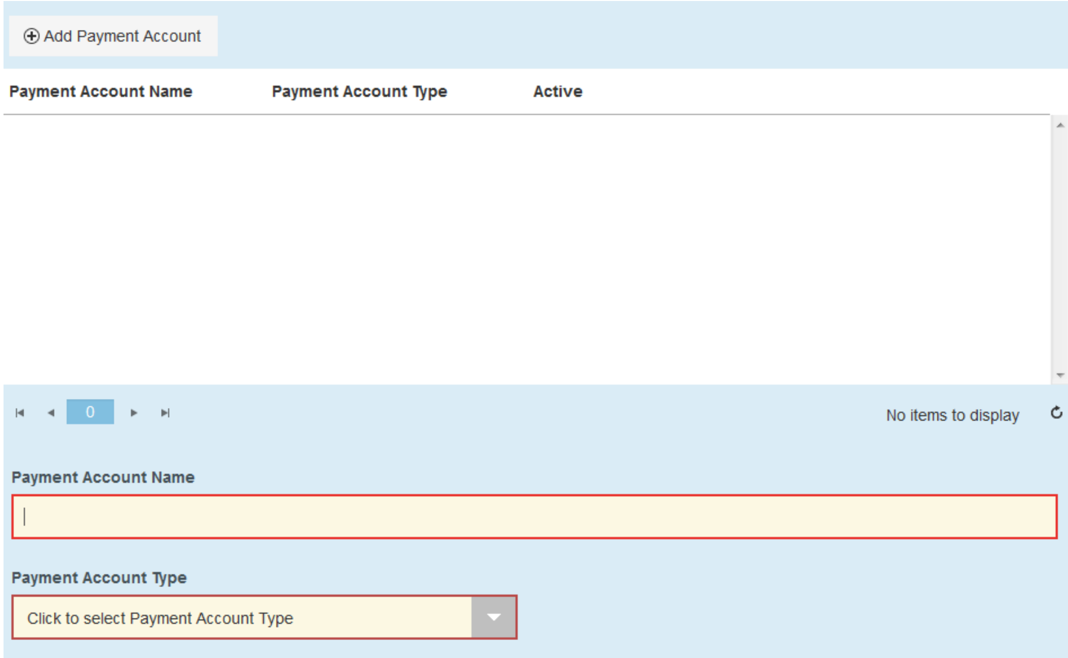
1. To begin setting up a payment account, click the orange "Actions" button. A drop down menu will appear. From this menu, select and click "Payment Accounts."



2. Click the "Add Payment Account" button



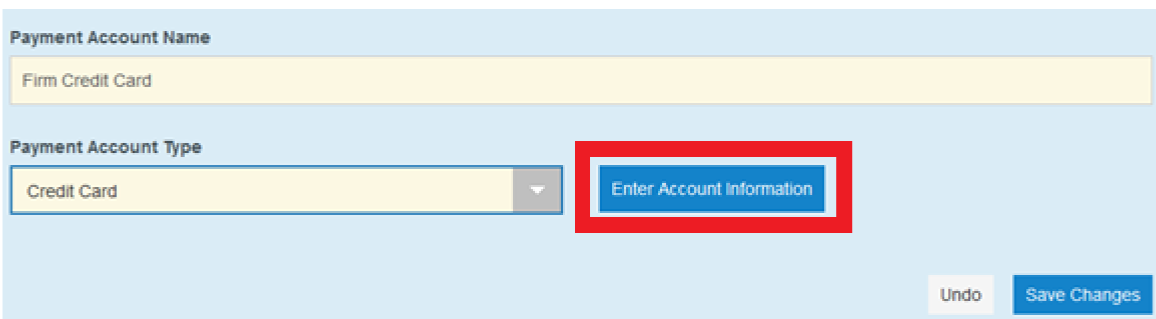
3. Below the list of present payment accounts, a text box and drop down will appear



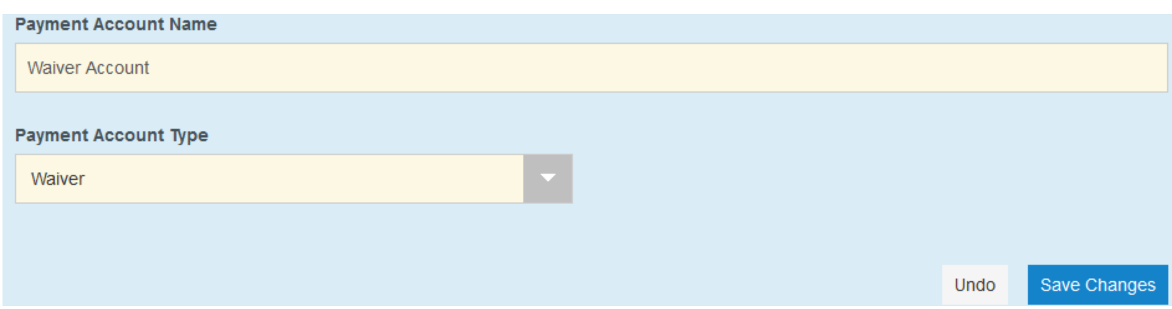
Enter the name of the account , which is a name for internal use/identifying purposes within your firm.

Select the type of payment account you wish to create (see a description of the options on the first page of this guide).

Once this information is input, an option to enter the account information appears. Click this button.



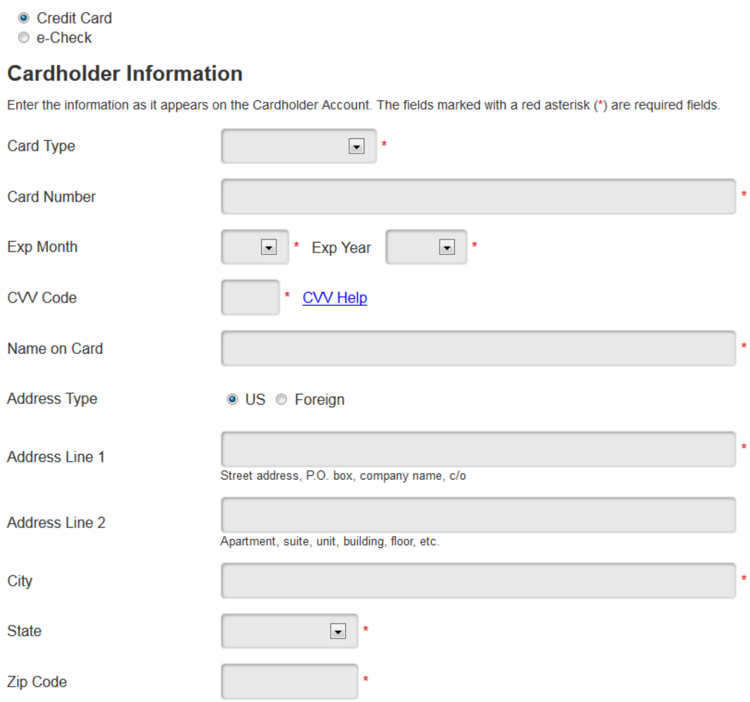
<u>Note</u>: This option *does not appear* when entering a waiver account. This is because there is no associated *payment* with waiver accounts, and therefore you do not need to enter any account information. Simply click "Save Changes" and your waiver account will be saved to your firm's list of available accounts.



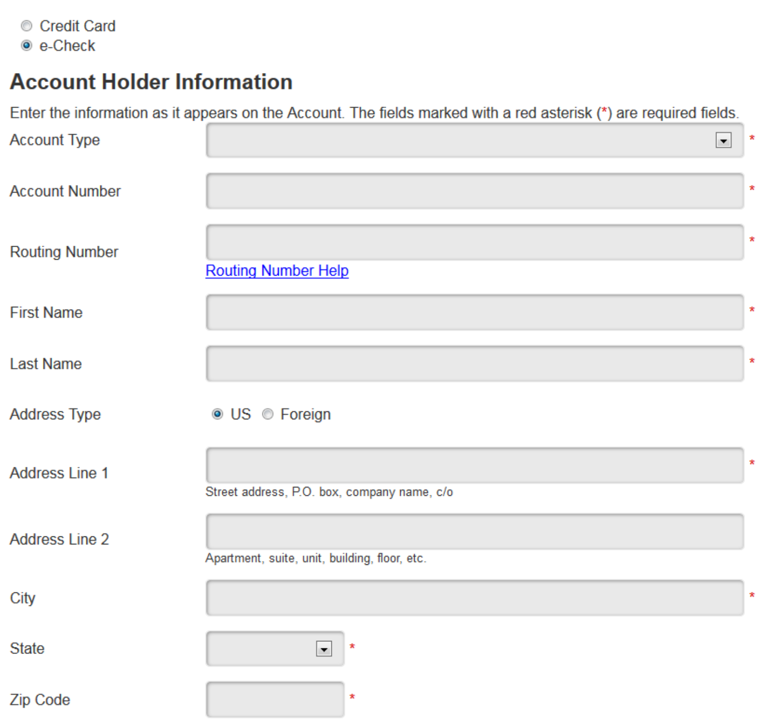
4. For credit cards and eChecks: in the Account Information popup, select the appropriate payment method for the card you're setting up

5. Fill in the information required once you've made your selection.

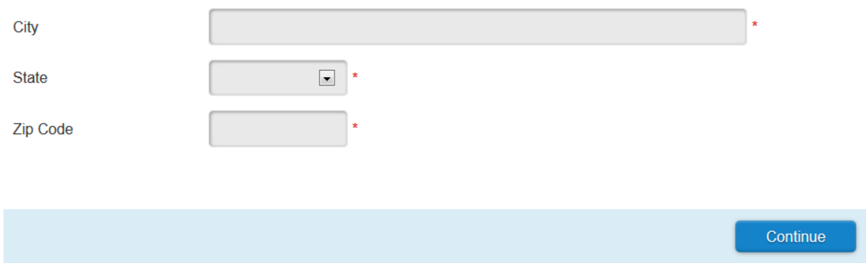
For Credit Cards:



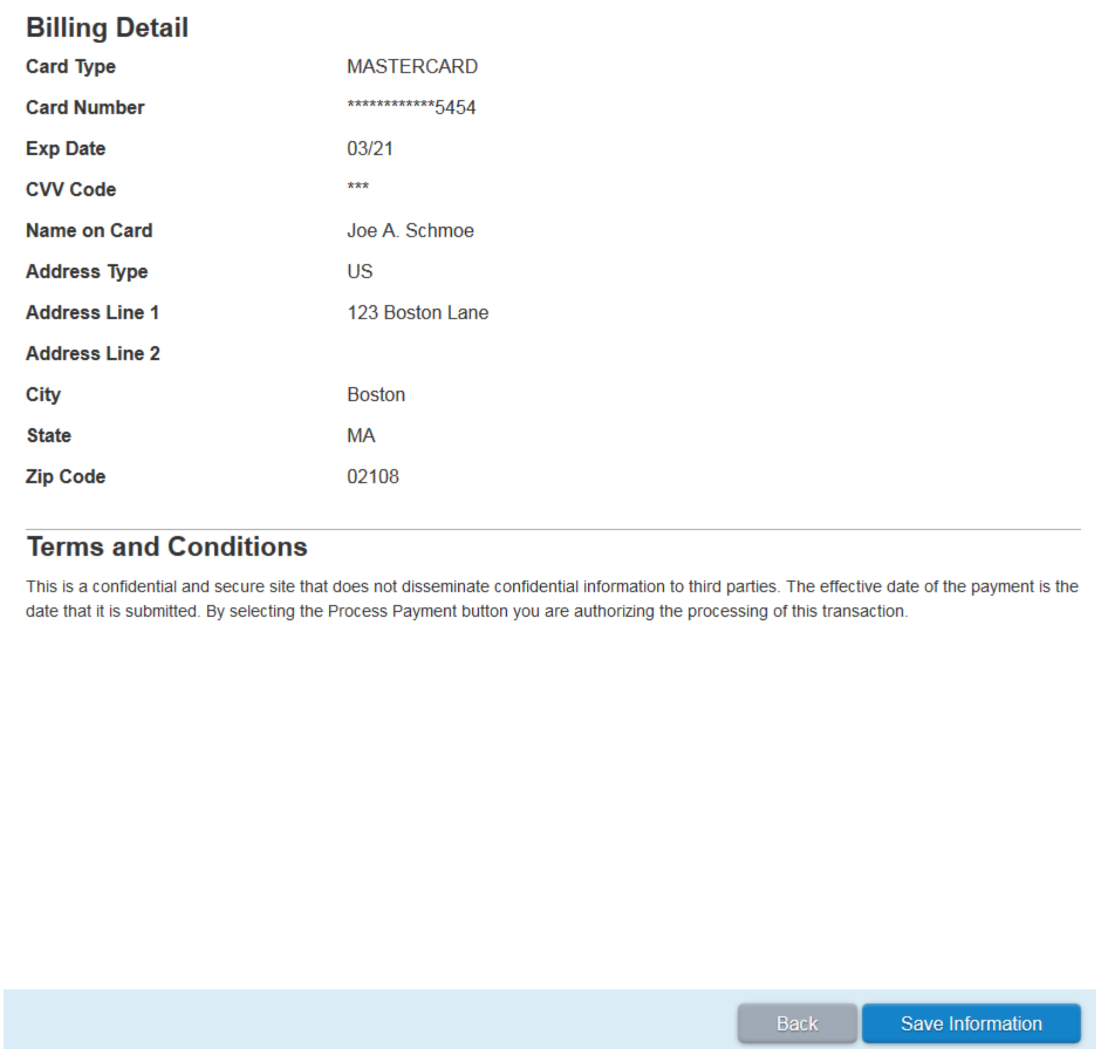
For e-Checks:



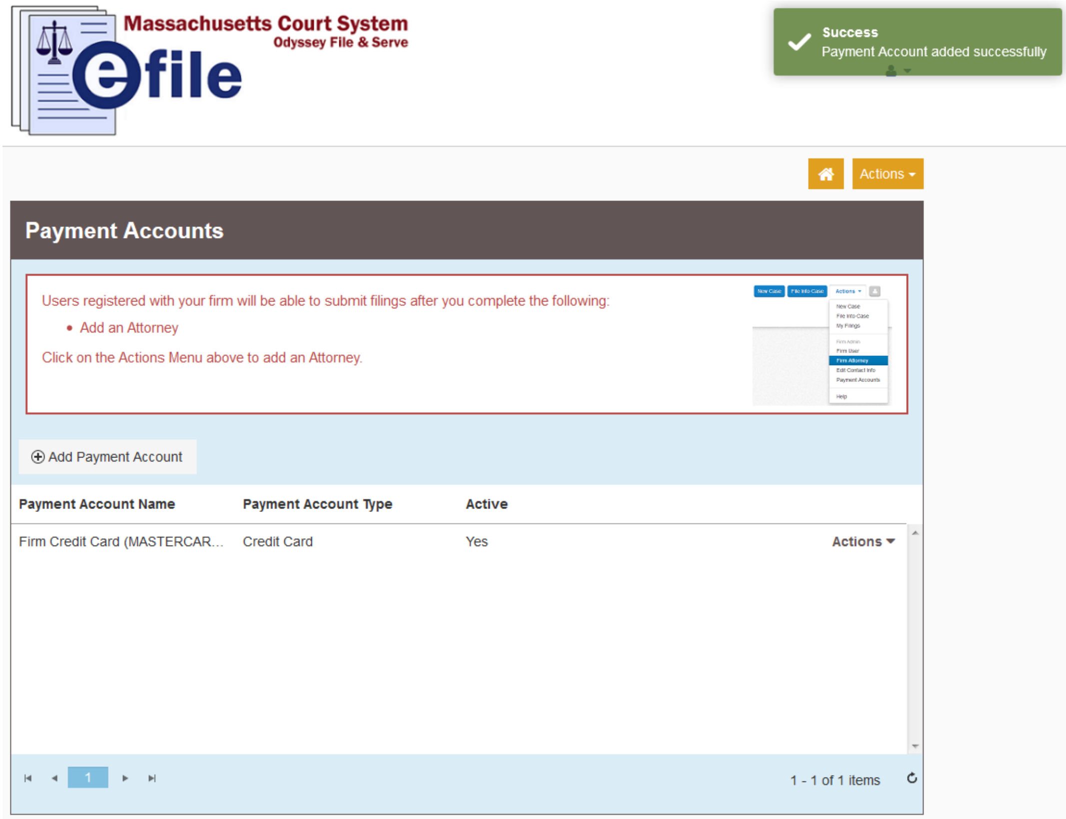
6. Click the blue "Continue" Button on the bottom right of the screen.



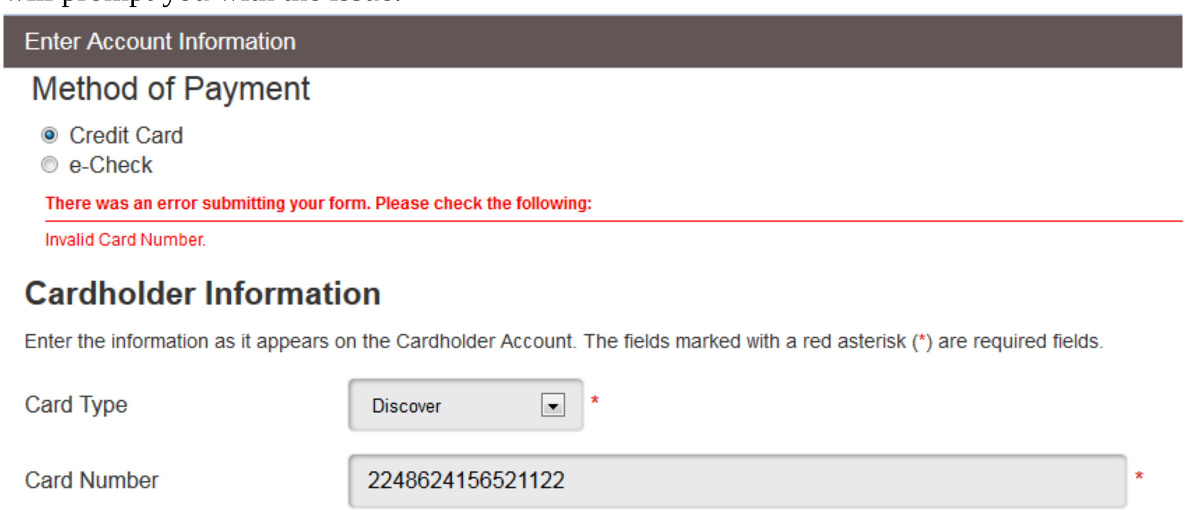
7. Click the blue "Save Information" button on the next screen if all of the information in the summary is correct. If it is not, press the grey "Back" button and correct the information



8. If the payment account is processed correctly, your Payment Accounts page will have a message in the top right indicating such and the card will appear listed:



9. If the Payment account is not processed correctly, the Enter Account Information screen will prompt you with the issue:



Should you encounter any problems submitting a card and you are sure you have entered the card information correctly, please call Tyler Support at 1.800.297.5377

<u>Please do not call the Clerk's Office with technical support related questions.</u>